

**BY ORDER OF THE COMMANDER  
AIR FORCE SPACE COMMAND**

**AFSPCI32-1001  
1 March 1995**

**Civil Engineering**

**AIR FORCE SPACE COMMAND FACILITIES EXCELLENCE RECOGNITION  
PROGRAM  
(COMPLIANCE WITH THIS PUBLICATION IS MANDATORY)**

This instruction implements AFD 32-10, *Installations and Facilities*, and establishes the Air Force Space Command Annual Facilities Excellence Recognition Program. It provides objectives, responsibilities, and evaluation criteria and procedures. It applies to HQ Air Force Space Command (AFSPC) and its subordinate units. This instruction does not apply to Air Force Reserve nor Air National Guard units.

**SUMMARY OF REVISIONS**

This Instruction changes the name of the program to avoid confusion with the Air Force Commander's Facility Assessment Program, confirms the evaluation as annual, and expands the criteria used for evaluation. The nomenclature of units and agencies is also updated.

**1. General:**

**1.1.** The Command Facilities Excellence Recognition Program is established to promote installation excellence in facility exterior and interior appearance, functionality, maintenance and operations. Experience has demonstrated a direct correlation between indi. Excellence in facility interiors and exteriors, including landscaping and hardscape, provides the desired working, living, and recreational environment to help our people achieve their greatest productivity and effectiveness.

**1.2** This program annually evaluates facilities and grounds at major installations and nominated sites to determine the best in Air Force Space Command.

**1.3** Evaluations will be conducted, normally May through July, by a team of senior officers designated by AFSPC/CC.

**1.4** A call letter will be issued each year to notify wings of the evaluation and request site nominations. This call letter will be sent out at least 30 days prior to start of the evaluation cycle.

**2. Objectives/Goals:**

**2.1** Promotes the best possible maintenance of facilities and supporting infrastructure, thereby extending their usable life and reducing life-cycle costs.

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Approved by: Colonel Earnest O. Robbins, II  
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**2.2.** Encourages spirited competition among AFSPC installations to provide quality of life improvements and high standards of appearance for all government facilities.

**2.3.** Encourages using the self-help program to promote "ownership" among base personnel to observe the living and working conditions of AFSPC people around the world.

**2.5.** Recognizes achievement in large installation and site facilities excellence.

### **3. Responsibilities:**

#### **3.1. Commander, AFSPC:**

**3.1.1.** Appoints members of the AFSPC Facilities Excellence Assessment Team.

**3.1.2.** Four colonels, with at least one each from the Civil Engineer, Logistics and Operations Directorates, and a Chief Master Sergeant will be appointed.

#### **3.2. HQ AFSPC Civil Engineer (CE):**

**3.2.1.** Is the office of primary responsibility for administering the program.

**3.2.2.** Issues the annual call for nominees and provides criteria to be used for evaluations.

**3.2.3.** Appoints a project officer by the end of March to coordinate schedules, arrange travel and billeting for team members, brief the AFSPC team on evaluation procedures before visits to sites and installations, and travel with the team to provide administrative and logistic support.

**3.2.4.** Coordinates team visits with wing and geographically separated unit commanders.

**3.2.5.** Prepares the HQ AFSPC team reports, written critiques, and out-briefings.

**3.2.6.** Obtains and arranges for presentation of awards.

#### **3.3 HQ AFSPC Directors and Chiefs of Special Staff:**

**3.3.1.** Recommend appropriate staff member(s) to be members of the AFSPC Facilities Excellence Assessment Team.

#### **3.4. Wing Commanders:**

**3.4.1.** Provide nominations for the small site category to HQ AFSPC/CE when requested by the annual call letter.

**3.4.2.** Appoint a project officer for each nominated site and large installation.

**3.4.3.** Send six copies of AFSPC Form 51, Facility Excellence Evaluation Program Rating (see sample at attachment 1) to HQ AFSPC/CE showing a facility listing of each nominated location.

**3.4.3.1** Individual Military Family Housing units and unoccupied facilities, such as sewage lift stations, munitions storage bunkers, pumphouses, etc., do not need to be listed on the facility listing for the nominated location. These facilities will be evaluated as part of the overall family housing and base appearance categories, respectively.

**3.4.3.2.** Airfield pavements, equipment pads, and other structures having facility numbers assigned but which are not occupied do not need to be listed, but will be evaluated as part of the overall installation appearance.

**3.5. Installation and/or Site Commanders:**

**3.5.1.** Provide the team chief of the HQ AFSPC Facilities Excellence Assessment Team with a current list of dormitory chiefs, first sergeants, and squadron commanders upon the team's arrival.

**3.5.2.** Provide an in-briefing to the team that includes the unit mission, status of the installation/site self-help program, current major projects in progress, recently completed construction, and significant self-help projects in progress or completed in the last year.

**3.5.2.1.** Provide the following documents or plans for use by the Facilities Excellence Assessment Team:

**3.5.2.1.1.** Facility Demolition Schedule.

**3.5.2.1.2.** Facilities Excellence Plan and standards in use.

**3.5.2.1.3.** Military Family Housing Fence standards.

**3.5.2.1.4.** Landscaping Plan.

**3.5.2.1.5.** Installation Comprehensive Plan.

**3.5.2.2.** Provide a meeting room, administrative support, and photographic support as required.

**3.5.3.** Assign an escort for each team member to help locate facilities listed on the AFSPC Form 51.

**3.6. HQ AFSPC Facility Excellence Assessment Team:**

**3.6.1.** Visits each nominated location. Evaluations during visits are the basis for awards.

**3.6.2.** Evaluates each installation and nominated site using the procedures and criteria established in this instruction.

**3.6.3.** Out-briefs the installation or unit commander and staff at the conclusion of the visit. Provides an evaluation report, without numerical scores, to the site commander and the wing commander after the team completes all visits.

**3.6.4.** Prepares written report to the wing and installation commander for each installations/site visited. Attachment 2 shows a sample report format.

**3.6.5.** Recommends a winner in each category to the Commander, AFSPC, for approval.

**4. Procedures:**

**4.1.** Large installations will be evaluated each year under this program. Wings will submit one nominee each year for small installation/site competition. (Normally, the winning site should not be nominated the following year.)

**4.1.1.** Large installations. Large installations are defined as Vandenberg, Patrick, Peterson, Mal. All

other AFSPC installations not identified above are considered sites and will compete in the small installation category.

**4.1.3.** All missile alert facilities assigned to a single squadron will be considered as a site. Missile alert facilities will be distinct from the installation for Malmstrom and F. E. Warren AFBs. Missile alert facilities for squadrons at Minot or Grand Forks AFBs will be considered sites.

**4.1.4.** AFSPC units that are tenants on another major command's installation will be evaluated under this program. Where a written agreement exists with the host installation defining standards to be used, those same standards will be used for this evaluation, but in no case will standards be any lower than those established for AFSPC.

**4.2.** Evaluated locations should include facilities, if available, from the major category groups listed below. The AFSPC Form 51 listing should be segregated by these category groups.

**4.2.1. Category Groups are:**

- 1 Dormitory and Airmen's Dining Facilities.
- 2 Operations, Information Management, Headquarters, Tenants, Communications, Medical, and Security Police facilities.
- 3 Maintenance, Munitions, POL, Supply, Transportation, Comptroller, and Personnel facilities.
- 4 Morale, welfare, recreation (MWR) and Services facilities, including clubs and transient billeting facilities.
- 5 Base Civil Engineer and military family housing facilities.

**4.2.2.** The HQ AFSPC Facilities Excellence Assessment Team may survey all or any subset of the facilities identified in the listed category groups for an evaluated installation. The team may evaluate only a random sample of the facilities identified, depending on schedule constraints and the number of facilities in each category at the evaluated installation.

**4.3. Evaluation Criteria:**

**4.3.1.** Facilities at evaluated sites/installations will be evaluated according to the facilities excellence standards established in the *Air Force Space Command Facilities Excellence Guide* and Attachment 3 to this instruction. The *Air Force Space Command Facilities Excellence Guide* provides both a pictorial and verbal definition of standards to be maintained within the Command and is the basis for the criteria given in attachment 3. Any changes to the criteria will be provided with the annual call letter when it is issued. Points will be assessed according to Table 1 for facilities evaluated.

**TABLE 1. FACILITY EXCELLENCE EVALUATION STANDARDS AND RATING GUIDE**

R

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E If the condition of the facility is

then the rating is

1	Evident that initiative of facility occupants to improve their own living and working conditions is high and maintenance and housekeeping are exceptional: serves as a model.	Outstanding	9-10
2	Evident that initiative is present; maintenance and house-keeping are noteworthy but not up to the level described in Rule 1 above.	Excellent	7-8
3	Evident that requirements for normal maintenance and housekeeping are fulfilled and clearly meet standards of day-to-day needs--relatively free of discrepancies.	Good	5-6
4	Below the desired level of maintenance and housekeeping; definite improvements can be made with some effort; avoidable discrepancies.	Marginal	3-4
5	Evident there are avoidable discrepancies- and improvements cannot be made without a lot of effort; far below desired level of maintenance and house-keeping.	Unsatisfactory	0-2

**TABLE 1. FACILITY EXCELLENCE EVALUATION STANDARDS AND RATING GUIDE (Continued)**

6	Evident that extensive, quality self-help work has been done, with extensive participation of facility occupants and proper supervision by Civil Engineering.	Outstanding	4-5
7	Evident that good quality self-help work has been		

6

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done, but with limited participation or support from facility occupants.

Good

2-3

8

Limited self-help efforts to improve working and living conditions, poor quality work, or very limited participation and support.

Poor

0-1

#### 4.3.2. General criteria for evaluation include:

4.3.2.1. Facilities, furnishings, and equipment are evaluated based on state of maintenance and repair rather than age.

4.3.2.2. Consideration of the quality and quantity of self-help work is part of the evaluation. Before and after pictures (from the same location and angle) will help with this determination.

4.3.2.3. Buildings scheduled for disposal or for extensive funded renovation work within the current fiscal year are evaluated as determined by the AFSPC Facilities Excellence Assessment Team.

4.3.2.4. "Initiative" is a subjective term and will reflect the apparent enthusiasm and degree of participation in the Facilities Excellence program.

#### 5. Awards:

5.1. **Large Installation Outstanding Facilities Award.** This award is presented to the AFSPC large installation with the best overall Facilities Excellence Program.

5.2. **Small Installation Outstanding Facilities Award.** This award is given to the AFSPC site with the best overall Facilities Excellence Program.

5.3. **Commander's Facility Trophy (Padden Trophy).** This trophy is named in honor of the second Commander of Air Force Space Command, Maj Gen Maurice C. Padden, USAF (Retired). The trophy is maintained on permanent display in the Headquarters, Air Force Space Command. The winning organization from each annual facilities excellence evaluation is recognized with an engraved plaque permanently attached to the trophy.

5.3.1. The winner of the Large Installation Outstanding Facilities Award and the winner of the Small Installation Outstanding Facilities Award compete for the Commander's Facility Trophy. The installation or site with the highest percentage score in the annual Facilities Excellence Recognition Program is the winner of the Commander's Facility Trophy.

#### 5.4. Other Recognition:

5.4.1. The team will recognize the installation that has made the most progress toward facility excellence in each category. The winner may be the same as the winner of the Commander's Facility Trophy.

5.4.2. The evaluation team will recognize the best dormitory rooms during the base outbrief.

**5.4.3.** The commander at each installation/site evaluated should select the individual(s) who have made exceptional contributions toward facility excellence at that installation. The evaluation team will present a special achievement award (plaque) to this individual(s) at the outbrief. Also, the group or organization with the most outstanding self-help project will be recognized at the out-brief.

**6. Forms Prescribed:**

**6.1.** AFSPC Form 51, Facilities Excellence Evaluation Program Rating, will be used for evaluation of facilities at nominated installations.

EARNEST O. ROBBINS II, Colonel, USAF  
The Civil Engineer

**Attachments**

1. Sample AFSPC Form 51, Facilities Excellence Evaluation Program Rating
2. Sample Format Follow-up Letter
3. Specific Criteria Elements for Facilities Excellence Evaluation

## SAMPLE AFSPC FORM 51

FACILITY EXCELLENCE EVALUATION PROGRAM RATING			
INSTALLATION/UNIT		PAGE	OF PAGES
BUILDING NUMBER	DESCRIPTION	POINTS POSSIBLE	POINTS EARNED
1	Squadron Operations Facility	10.0 INT	9
		10.0 EXT	8
		5.0 S-H	4
100	Accounting and Finance	10.0 INT	8
		10.0 EXT	4
		5.0 S-H	5
121	Civil Engineering Pavements and Grounds	10.0 INT	6
		10.0 EXT	3
		5.0 S-H	2
134	Fire Station	10.0 INT	7
		10.0 EXT	8
		5.0 S-H	5
201	Dormitory	10.0 INT	8
		10.0 EXT	9
		5.0 S-H	4
204	Dining Facility	10.0 INT	10
		10.0 EXT	8
		5.0 S-H	n/a
397	NCO Club	10.0 INT	10
		10.0 EXT	10
		5.0 S-H	n/a
403	Golf Course Facility	10.0 INT	9
		10.0 EXT	8
		5.0 S-H	5
410	Roads and Grounds	10.0 INT	7
		10.0 EXT	6
		5.0 S-H	n/a
440	Air Traffic Control Tower	10.0 INT	9
		10.0 EXT	9
		5.0 S-H	3
451	Logistics Support Building	10.0 INT	7
		10.0 EXT	6
		5.0 S-H	2
TOTAL POINTS ON PAGE		260	199



A. SCORING		POSSIBLE	EARNED
	PAGE 1	260	199
	PAGE 2	0	0
	PAGE 3	0	0
	PAGE 4	0	0
	PAGE 5	0	0
(1) TOTAL BUILDING POINTS (All pages)		260	199
(2) FAMILY HOUSING APPEARANCE		25	23
(3) GENERAL APPEARANCE		25	21
(4) GRAND TOTAL		310	243
(5) PERCENTAGE SCORE			78.4
<b>B. INSTRUCTIONS</b>			
<p><b>BUILDING NUMBER.</b> List all buildings in number sequence.</p> <p><b>DESCRIPTION.</b> Use clear description of a building listing. The description should indicate the predominant user(s). Include only buildings, not concrete slabs, parking lots, fences, and other facilities which may have a real property number assigned but do not function as a building.</p> <p><b>POINTS POSSIBLE.</b> All buildings have a possible 10 points for interior, 10 points for exterior, and 5 points for self-help.</p> <p><b>POINTS EARNED.</b> Points earned are subject to interior and exterior evaluation and self-help documentation.</p> <p><b>TOTAL BUILDING POINTS.</b> Total all AFSPC Forms 51 for total building score.</p> <p><b>FAMILY HOUSING APPEARANCE.</b> Points possible is determined by taking 10 percent of the total building points. Earned points is determined by the housing area's general appearance.</p> <p><b>GENERAL APPEARANCE.</b> Points possible is determined by taking 10 percent of the total building points. Earned points is based on installation's general exterior appearance. General appearance includes airfield pavement, improved grounds, sidewalks, parking lots, streets, athletic fields, golf courses, water tanks, POL tanks, entrances, signs, fences, and all other facilities not evaluated as buildings.</p> <p><b>GRAND TOTAL.</b> Is the total of line A(1), A(2), and A(3).</p> <p><b>PERCENTAGE SCORE.</b> The overall percentage score is equal to points earned divided by the points possible times 100. If sample AFB earned points totaling 271 from a grand total of 300 possible, then <math>(271 / 300 \times 100)</math> or 90.3 is the percentage score.</p>			
REMARKS			

**SAMPLE FORMAT FOLLOW-UP LETTER**

DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR FORCE SPACE COMMAND  
PETERSON AIR FORCE BASE, COLORADO 80914-5001

MEMORANDUM FOR Installation or Unit Commander

FROM: HQ AFSPC/CE  
150 Vandenberg St. Ste 1105  
Peterson AFB, CO 80914-4150

SUBJECT: HQ Air Force Space Command Annual Facilities Excellence Recognition Program

1. Installation or Unit Visited:
2. Date of Visit:
3. Key Personnel Briefed:
4. General Comments:
5. Areas Considered Better than Average:
6. Areas Needing Improvement:
7. Family Housing:
8. Dormitories:
9. Self-Help:
10. Other:

Signature

Title

cc: Wing Commander

### **SPECIFIC CRITERIA ELEMENTS FOR FACILITIES EXCELLENCE EVALUATION**

A3.1. The standards articulated here are consistent with and are derived from those found in the *Air Force Space Command Facilities Excellence Guide*. That document provides additional detail on Command standards for facilities excellence.

A3.2. Cleanliness.

A3.2.1. No debris, trash, or extraneous materials in workspaces, except in proper containers.

A3.2.2. All materials, files, and equipment in workstations, equipment rooms, common areas, and special purpose rooms is stored in appropriate containers and neatly organized.

A3.2.3. Halls and aiseways are clear of boxes, debris, or furniture.

A3.2.4. Workspaces and common areas are clean and orderly, without obvious dirt, scuffs, marks, etc., to walls, floors, trim, ceilings, doors, etc.

A3.2.5. Outside storage areas are neatly arranged, free of trash and clutter, and unobtrusively sited or appropriately screened.

A3.2.6. Mechanical rooms are free of clutter, not used as storage areas, and all equipment, piping and wiring is appropriately marked to industry standards.

A3.3. Space use efficiency and effectiveness.

A3.3.1. Offices and work-sections are well organized, making the best use of available space and not wasting space or resources. Standards for space use are established and adhered to throughout the installation.

A3.3.2. Break rooms are appropriately sized, equipped, and furnished for the population they serve.

A3.4. Compatibility and appropriateness of furnishings.

A3.4.1. Chairs are appropriately styled and color coordinated in each workcenter, and have a five-star base.

A3.4.2. The workcenter, especially administrative areas, reflect the proper harmony for colors, furnishings, lighting, and equipment. The paint color, pictures and artwork, and trim all create a sense of being whole. All pictures and artwork are framed. Bulletin boards are neatly arrayed, and current. Where systems furniture is used, panels are clean, "flipper" cabinet tops are kept clean and free of extraneous materials, and personal items do not extend beyond the top of the panels.

A3.4.3. Safety considerations, such as fire extinguishers, safety rails and equipment, equipment marking, etc., is integrated into the workspace environment.

A3.4.4. Floors are well maintained, color coordinated, resilient, and appropriate for the workcenter.

A3.4.5. Ceilings and light fixtures are well maintained. (There are no obvious or obtrusive stains, holes, hanging cables or computer wiring. There are no missing tiles, and replaced tiles are compatible in color and texture with the original.)

A3.4.6. Walls and appurtenances (electrical panel boxes, fire alarm bells, conduit, etc.) are painted or covered appropriately to present a neat, organized, and uniform appearance.

A3.4.7. Clubs and dining facilities will have the kitchens, dining areas and lounges evaluated for cleanliness, condition of equipment, and furnishings.

#### A3.5. Interior Signage.

A3.5.1. Is standardized throughout each facility, adheres to the installation standards, and is minimal.

A3.5.2. Building directories are easily readable, current, and correctly placed.

#### A3.6. Exterior Signage.

A3.6.1. Is minimized.

A3.6.2. Is consistent and uniform throughout the installation.

A3.6.3. Is easily readable from streets and vehicles.

#### A3.7. Landscaping.

A3.7.1. Enhances the facilities and installation.

A3.7.2. Is consistent and appropriate for the geographic and climatic conditions of the installation.

A3.7.3. Is maintained according to established installation standards.

A3.7.4. Trees and shrubs are trimmed and pruned.

#### A3.8. Architectural Style and Compatibility.

A3.8.1. A consistent architectural style has been adopted and is being employed for the installation or defined areas within the installation.

A3.8.2. The accepted architectural style is being implemented on every project possible, and the results are evident.

A3.8.3. The architectural theme is consistently evident in the exterior paint scheme. The exterior of facilities are well maintained with appropriate paint or other exterior surface treatment.

A3.8.4. Trim and fascia are well maintained. Windows and doors are well maintained, with no broken glass or missing panes.

#### A3.9. Streets and Curbs.

A3.9.1. Pavements and streets are well-maintained and appropriately marked for traffic, and pedestrian safety. Potholes and otherwise failed pavement are promptly repaired.

A3.9.2. Curbs are not painted. Curbs are well-maintained, with breaks, cracks and chips promptly repaired.

A3.9.3. A curbing program is being aggressively pursued where appropriate (funds permitting).

A3.9.4. Curbs and gutters effectively manage and control storm water runoff to improve safety and minimize traffic disruption.

A3.9.5. Sidewalks are appropriately placed and maintained. Sidewalks are not broken, buckled, or spalled. Pedestrian traffic patterns are accommodated with sidewalks to prevent dirt paths from developing.

A3.10. Screening, fences, and enclosures.

A3.10.1. Trash dumpsters are appropriately sited, accessible, and effectively screened, either with vegetation or with structures built for that purpose.

A3.10.2. Utility support equipment, pumps, switchgear, air handling equipment, and other necessary appurtenances are effectively screened, enclosed, or made less obtrusive by painting, effective use of vegetation, or appropriately designed structures.

A3.10.3. Fire hydrants, traffic and directional sign posts, and sign backs are painted or otherwise treated to present a clean, uniform, finished and less obtrusive appearance.

A3.10.4. Industrial areas, especially storage yards, holding areas, and outside storage areas are effectively screened with vegetation, appropriate fencing, and/or site location.

A3.10.5. Fences are minimized, maintained in good repair, and are appropriate to their location.

A3.11. Base entrances.

A3.11.1. The main vehicle gate presents a positive image of the installation/site, with appropriate signage to identify the unit and command.

A3.11.2. Secondary vehicle gates are well maintained, and present a positive image.

A3.11.3. Base Operations presents a positive image and reception area for visitors entering the installation using the air gateway.

A3.12. Military Family Housing.

A3.12.1. While the interior of individual units of military family housing will not be evaluated, a drive-through of all housing areas will be conducted. Landscaping, pavements, general care and condition of the exteriors of housing units should be in good repair. Occupant care of housing units, to include lawn mowing and watering, will be considered for evaluation consistent with installation standards.

A3.12.2. Parks, playgrounds, and recreation facilities within housing areas should be well maintained, have appropriate safety features, and be sited appropriately. Landscaping should be appropriate and well maintained.

A3.13. Dormitories.

A3.13.1. A random sample, not to exceed 10 percent of all dormitory rooms will be inspected. Rooms should be in good repair, with appropriate furnishings and accessories.

A313.2. Dayrooms, laundry rooms, and storage areas will be evaluated for cleanliness, furnishings, general condition, and accessories.

A3.13.3. Dormitory landscaping and grounds maintenance will be evaluated as part of the dormitory rating if grounds are maintained by dormitory occupants.

A3.14. Other Appurtenances.

A3.14.1. Ash cans, where necessary, should be unobtrusive in both location and color. They should be screened where necessary.

A3.14.2. Outdoor trash cans should be unobtrusive, sited in appropriate locations, and of a style consistent with their placement/location. They should compliment adjacent facilities. They should also be emptied on a frequent enough basis to not create a nuisance.

A3.14.3. Litter should be regularly policed and not allowed to accumulate.